

**MANSFIELD DOWNTOWN PARTNERSHIP
FINANCE AND ADMINISTRATION COMMITTEE
MEETING
PARTNERSHIP OFFICE
23 Royce Circle**

THURSDAY, APRIL 24, 2014

3:00 PM

MINUTES

Present: Chair: Tom Callahan, Fran Archambault, Phil Barry, Harry Birkenruth, Paul Shapiro, Bill Simpson

Staff: Cynthia van Zelm

1. Call to Order

Tom Callahan called the meeting to order at 3:10 pm.

2. Approval of Minutes from March 27, 2014

Bill Simpson made a motion to approve the minutes of March 27, 2014. Phil Barry seconded the motion. The motion was approved.

3. Discussion of Staff Compensation

The discussion of the Executive Director's salary is to be addressed by the Finance and Administration Committee this year per direction from the Board President. Cynthia van Zelm left the meeting during discussion of staff compensation for the Executive Director. Ms. van Zelm returned to the meeting. Mr. Callahan said the Committee is recommending to the Board that Ms. van Zelm receive a two percent increase for the next fiscal year beginning July 1.

4. Review of Partnership Long-Term Budget

The Committee continued its discussion of the Partnership's role going forward and its long-term budget. Mr. Callahan asked that Ms. van Zelm organize the prospective downtown duties into categories for the next meeting.

5. Review of March 30, 2014 Financials

Ms. van Zelm reviewed the March 30, 2014 financials, noting that the membership renewal drive is coming to an end for the year.

6. Adjourn

Mr. Barry made a motion to adjourn. Mr. Birkenruth seconded the motion. The meeting adjourned at 4:35 pm.

Minutes taken by Cynthia van Zelm